



लोकहितार्थं सत्यनिष्ठा
Dedicated to Truth in Public Interest

महानिदेशक लेखापरीक्षा का कार्यालय (केन्द्रीय), कोलकाता
OFFICE OF THE DIRECTOR GENERAL OF AUDIT (CENTRAL), KOLKATA
जि आई प्रेस बिल्डिंग, 8, किरण शंकर राय रोड, कोलकाता - 700001
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For all circulation through email

Redistribution of Sanctioned Strength, and other allied issues

Office Order (Admn. Series) No.156

Dated: 24.12.2020

The Headquarters Office has revised the Sanctioned Strength (SS) of the following cadres, in respect of this Office, vide their letter No. 2458/Staff-S.S.R/Cadre Restructuring/185-2020 dated 29.10.2020, on the subject "Implementation of recommendation of Cadre Review Committee to operationalise post of Assistant Supervisor (Audit)."

Cadres	Existing SS	Revised SS	Additional Interim SS approved currently
Supervisor	10	20	-
Assistant Supervisor	-	60	-
Sr. Auditor	332	120	50
Auditor	68	200	-

2. Further, as per the manpower requirement of different Wings/Branch Offices, from time to time, this Office had re-oriented their cadre-wise deployment, by way of Approved Persons-in-Position (APIP), vide Office Orders (Admn. Series) No. 18 dated 17.04.2018 and 101 dated 01.07.2019.

3. Due to operationalisation of the post of Assistant Supervisor, revision of SS in different cadres by the Headquarters Office vide letter dated 29.10.2020 *ibid*, and considering the present manpower requirement of different Wings/Branch Offices, it has been decided to redistribute the SS, in different cadres, among the Wings/Branch Offices, in supersession of the earlier Orders. The revised redistribution is depicted in the Annexure to this Office Order.

4. The Headquarters Office had introduced the new post of Assistant Supervisor, at Level 7 in the Pay Matrix, vide Circular No. 43- Staff (App 1)/2020, endorsed under letter No. 1201-Staff (App 1)/13-2019 dated 15.10.2020, which had been further circulated vide this Office

Circular (Admn. Series) No. 104 dated 21.10.2020. It has been provided in the Circular that Assistant Supervisors should be assigned higher functional responsibilities, that require more professional experience. Such higher responsibilities identified by the Cadre Review Committee, i.e. the job profile of the Assistant Supervisors, were also mentioned in the said Circular. Hence, as and when promotions are effected to the post of Assistant Supervisor in this Office, the roles and responsibilities of the incumbents should be defined on the given lines. The SS of Assistant Supervisors also, have accordingly been distributed among the Wings and Branch Offices (Annexure). In audit parties or Sections/Sub-Sections containing more than one AAO/Supervisor, one of the said positions may be assigned to the Assistant Supervisors. In case of the Branch Offices also, one Assistant Supervisor each, for each Audit Wing, has been allocated in the SS meant for audit parties.

5. For the purpose of transfer of Assistant Supervisors to the Branch Offices, the junior-most in the cadre, and below 56 years of age, who has not yet been transferred to the Branch Offices/erstwhile Resident Audit Office, Farakka, would be considered first. The second time transfers of officials in this cadre, when required, would be guided under the provisions of Office Order (Admn. Series) No. 139 dated 06.08.2019.

6. Presently, the works related to Budget & Expenditure (receipt and distribution thereof, monitoring, preparation of RE/BE, submission of related reports and returns to the Headquarters etc.) are dealt by the Administration Section at the Main Office, Kolkata. The funds are distributed among the DDOs at the Main Office and the Branch Offices, and the DDOs report their expenditure and additional funds requirement to the Administration Section. Hence, in order to cut short the process, as well as for better accountability purposes, the issue of transferring the said works to the Entitlement Section had been under consideration for quite some time. Accordingly, it has now been decided to transfer the Budget & Expenditure related works, from the Administration Section, to the Entitlement Section. Additional manpower has been allocated to the Entitlement Section for that purpose.

7. The Welfare Section had submitted a proposal regarding revision of SS of that Section, which has been taken into consideration, to the extent feasible, while redistributing the SS.

8. The above arrangements would be effective from the date of issue of this Office Order.

This issues with the approval of the Director General of Audit.

Sd/-

उप-निदेशक (प्रशासन)

Dy. Director (Administration)

Encl.: As mentioned above.

Copy to:

- (i) The Dy. Director (Branch Office, Port Blair)
- (ii) The Dy. Director (Branch Office, Guwahati)
- (iii) The Dy. Director (Inspn.)
- (iv) The Dy. Director (RADT I)
- (v) The Dy. Director (RADT II)
- (vi) The Dy. Director (RAIDT)
- (vii) The Welfare Officer
- (viii) The Secretary to the Director General of Audit
- (ix) The Dy. Director (Admn.)'s Secretariat
- (x) The Sr. Audit Officer (Record)
- (xi) The Sr. Audit Officer (Entitlement)
- (xii) The Sr. Audit Officer (IT Cell)
- (xiii) The Sr. Audit Officer (Confidential)
- (xiv) The Sr. Audit Officer (Pension & Training)
- (xv) The Sr. Audit Officer (Central & Accounting)
- (xvi) The Sr. Audit Officer (Pay Revision Cell, 2020)
- (xvii) The Sr. Audit Officer (ITA)
- (xviii) The Sr. Audit Officer (Admn.), Branch Office, Port Blair
- (xix) The Sr. Audit Officer (Admn.), Branch Office, Guwahati
- (xx) The Hindi Officer
- (xxi) SS/PIP/Gradation List Seat- Admn. Section
- (xxii) Transfer/Posting Seat- Admn. Section
- (xxiii) Admn. Wizard Seat- Admn. Section
- (xxiv) Guard Files on Sanctioned Strength/Transfer Posting- Admn. Section
- (xxv) The AAO (IT Cell) - for all circulation through email.

Sd/-

**वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन)
Sr. Audit Officer (Administration)**

Redistribution of Sanctioned Strength of Gr. 'A' (Sr. AO), 'B' & 'C' posts in the Office of the Director General of Audit (Central), Kolkata [Annexure to the Office Order (Admn. Series) No.156 Dated 24.12.2020]

Name of the Section/ Wing/ Branch Office	SENIOR AUDIT OFFICER		AAO/ SUPERVISOR		ASSISTANT SUPERVISOR		SENIOR AUDITOR/ AUDITOR		CLERK/TYPIST		DATA ENTRY OPERATOR GRADE A&B		SENIOR PRIVATE SECRETARY		STENOGRAPHER GRADE I & II		MISC.		MTS		HINDI OFFICER		SENIOR HINDI TRANSLATOR		JUNIOR HINDI TRANSLATOR				
	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	Existing SS	Revised SS	
	DGA(C)'s Secretariat	0.5	0.5	1	1			1	1									5	5										
ITA	0.5	0.5	2	2			1	4	4	1	1	1	1				1	1											
Dir/Dy.Dir (Admn)'s Secretariat							1	4	4								1	1											
Dir/Dy.Dir (RAIDT)'s Secretariat							1	1	1								2	2											
ITRA	HQ	8	8	16	17			4	30	30	7	7	13	13			3	3			23	23							
	Party	34	33	79	80			19	52	51																			
GSTA	HQ	3	3	7	7			2	14	14	2	2	6	6							8	7							
	Party	16	13	33	28			6	19	16																			
CRAD	HQ	2	2	5	5			1	5	5	1	1	4	4			1	1			5	5							
	Party	7	7	15	16			4	10	10																			
OAD	HQ	4	4	10	10			3	30	29	7	7	10	10			4	4			12	12							
	Party	16	15	36	37			8	35	34																			
ADMINISTRATION	1	1	2	2			1	17	16	1	1	2	2							6	6								
CONFIDENTIAL	0.5	0.5	1	2			1	6	6	1	1	1	1							2	2								
ENTITLEMENT	1	1	2	3			1	19	20	1	1	2	2							5	5								
RECORD	Record-I			1	2			1	11	11	1	1	2	2					1	1	7	7							
	Record-II	0.5	0.5	0.5	0.5			4	4	4	1	1	1	1					1	1	2	2							
	Old			0.5	0.5			2	2	2			2	2						2	2								
PENSION & TRAINING	0.5	0.5	1	1			1	5	5	1	1	1	1							1	1								
BRANCH OFFICE ANI	HQ	3	3	3	3			7	7	1	1	1	1			1	1	1	1	6	6					1	1		
	Party	6	7	7	8			1	9	10																			
BRANCH OFFICE GUWAHATI	ADMINISTRATION	1	1	1	1			6	6			3	3			1	1			1	1					1	1		
	ITRA	HQ	1	1	4	4			3	3											1	1							
		Party	3	4	6	7			1	3	4																		
	GSTA	HQ	1	1	1	2			2	2	2										1	1							
		Party	1	4	2	7			1	2	5																		
	OAD	HQ	1	1	4	4			3	3	3										1	1							
Party		3	3	6	5			1	3	3																			
WELFARE							1	3	5	1	1	1	1			1	1	1	1	19	19								
CENTRAL & ACCOUNTING	0.5	0.5	1	1			1	6	6	1	1	1	1							1	1								
RAJBHASHA	0.5	0.5					3	2	1	1	1	1	1							1	1	1	1	1	1	1	1		
IT CELL	0.5	0.5	1	2			1	5	5	1	1	1	1							2	2								
LEAVE RESERVE								72		10	10					1	1												
TRAINING RESERVE								8		2	2																		
TOTAL	116	116	248	258	0	60	400	320	41	41	53	53	1	1	16	16	3	3	114	114	1	1	1	1	3	3			

Revised Sanctioned Strength	
SAO	116
AAO	238
Hindi Officer	1
Supv.	20
Asstt. Supv.	60
Sr. Ar.	120
Sr. Hindi Tr.	1
Jr. Hindi Tr.	3
Ar.	200
DEO GR. B	11
DEO Gr. A	42
Sr. Pr. Sec.	1
Steno Gr. I	8
Steno Gr. II	8
Welfare Asstt.	1
Clerk/Typist	41
Staff Car Driver	2
MTS	114
Total	987
Less: SS of 2 Ars. Held in abeyance for DEO B posts	2
Net SS	985